

# **CHAPTER 6**

## **HAZARDOUS MATERIALS COMMUNICATION PROGRAM**

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### I. PURPOSE

Shasta County is aware that hazardous substances in the work place in various forms and concentrations may pose health hazards to employees who are exposed to these substances. Employees have a right and need to know the properties and the potential hazards of substances to which they may be exposed. This knowledge is essential to reducing the incidences and costs associated with occupational disease. It is the goal of Shasta County that all hazardous substances in commercial quantities known to be present in the work place are identified and properly labeled and that each employee, including employees of independent contractors, are informed of these substances used in the work place. Each department is to have a Hazard Communication Program. (see Section 5194 of the California Code of Regulations and Section 6361 of the Labor Code. A model program is presented at the end of this document.)

### II. RESPONSIBILITY

#### Department Safety Officer

The Department Head or designee, shall develop procedures to implement the General Industry Safety Orders (GISO) contained in the California Hazardous Substance Information and Training Act of 1980.

The Department Safety Officer is responsible to ensure:

1. The collecting of current information on hazard materials, maintaining an inventory of current hazardous materials being used in the workplace and the relevant SDS, maintaining the historical record of workplace hazardous materials, and assuring appropriate training is provided;
2. Providing the right personal protective equipment and training in the use of protective equipment;
3. Providing training in safe handling of chemicals and hazardous materials;
4. Monitoring of all hazards in the work place; and,
5. Ensuring that the policies of the program are effective and carried out, and maintaining a plan for the periodic (e.g., annual) evaluation of the program effectiveness and plans for updating, if necessary.

#### Supervisor

The Supervisor is responsible to assure:

1. Informing the Department Safety Officer of any new employee;
2. Informing the Department Safety Officer of any new hazardous material; and,
3. Informing the Department Safety Officer of any unlabeled containers.

#### Container Labeling

This responsibility has been assigned to the Department Safety Officer. Each container of hazardous substance in commercial quantities in the work place will be labeled, tagged, or marked with the following information:

- (a) Product identifier;

- (b) Signal word;
- (c) Hazard statement(s);
- (d) Pictogram(s);
- (e) Precautionary statement(s); and,
- (f) Name, address, and telephone number of the manufacturer, importer, or other responsible party.

Portable containers into which hazardous substances are transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer need not be labeled. Secondary containers shall be properly labeled.

### **III. RIGHT TO KNOW AND HAZARDOUS SUBSTANCE DEFINED**

The ‘Right to Know’ warning requirement mandates that a clear and reasonable warning be given to all individuals prior to exposure to any listed chemical that can cause cancer, birth defects, or other reproductive harm.

This chapter applies to any hazardous chemical which is known to be present in the work place in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations. Section 5194 of the California Code of Regulations.

This chapter does not apply to consumer products packaged for distribution to, and use by, the general public, provided that employee exposure to the product is not significantly greater than the consumer exposure occurring during the principal consumer use of the product. Section 5161 of the California Code of Regulations.

The term "hazardous substance" means:

A substance, material, or mixture which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful, is likely to cause injury or illness. Hazardous substance includes a hazardous chemical as defined in section 5194(c) and hazardous waste as defined in section 5192(a)(3). Additional definitions for hazardous substances are found in sections 5194(c), for Hazard Communication purposes only, and 5192(a)(3), for Hazardous Waste Operations purposes only.

### **IV. SAFETY DATA SHEETS**

No hazardous substance will be placed in use until Safety Data Sheets (SDSs) have been received and employee training conducted. SDSs will be maintained for each hazardous substance in commercial use in the work place. If the SDS is not provided by the manufacturer or importer, the department shall request the SDS from the manufacturer or otherwise obtain the document. The Department Safety Officer will review new materials used by the department and incoming SDSs for new health safety information. The Department Safety Officer will ensure any new information is passed on to, and appropriate training is provided to, affected employees. The Department Safety Officer is responsible for obtaining and maintaining the SDS system for the department, a majority of which are available from on-line sources.

## Display of Safety Data Sheets

Signage - A list of hazardous substances known to be present in the work area, specifying the location and manner in which the appropriate SDSs are available, will be posted in the employee work area.

Employee Access - Binders containing SDS's shall be maintained by each department and centrally located in work areas so that employees have access to them. Depending on the preference of the division, the list of hazardous substances can be referred to via an electronic file, as long as all affected employees have access to it.

## **V. SAFETY PRECAUTIONS**

Atmospheric Testing - When work areas or jobs are suspected by the Department Safety Officer of having hazardous conditions, Risk Management shall immediately be contacted. Testing will be conducted on a priority basis so that appropriate actions may be taken.

Inventory - Each department shall establish and maintain an inventory list of all harmful substances being used in all of the department's work places.

Control and Prevention - Industrial illnesses are most effectively prevented by avoiding exposure to known hazards by use of engineering controls, administrative controls, or protective equipment.

Accidental Releases or Spills - In the event hazardous materials are accidentally released or spilled, the Department Safety Officer shall contact the County Sheriff's Department.

## **VI. TRAINING & INSTRUCTION**

### Hazardous, Non-Routine Tasks

Periodically, employees are required to perform hazardous, non-routine tasks. Prior to starting work on such projects, each employee will be given information and training by their supervisor pertaining to the hazards to which they may be exposed during such an activity to include:

1. The specific hazard(s);
2. Protective measures taken to reduce the risk of these hazards, including ventilation, respirator and use of other Personal Protective Equipment, ensuring the presence of another employee, and establishing emergency procedures; and,
3. Required protective/safety measures.

### Informing Contractors

It will be the responsibility of the Department of Public Works to include in the contract specifications a requirement that the contractor train his employees in the proper method of handling hazardous materials. Public Works shall also include in the contract plans or specifications any information regarding known hazardous materials existing within the project limits. It will be the responsibility of Public Works to point out to the contractor any hazardous material he may come across inherent in the job site. Each department is responsible to inform its visitors and contractors of hazardous substances found in the work area.

### Employee Training

Supervisors shall initiate employee training and information programs required by Section 5194 of the California Code of Regulations on specific hazardous substances used in County work places.

1. Information - The source document for identification of substances shall be the list of hazardous substances published by the state Director of Industrial Relations <https://www.dir.ca.gov/title8/339.html>. The source document for hazardous substance information and education shall be the Safety Data Sheet. When SDS's are not available for a substance, the supervisor may use the information on the label to conduct the training.
2. Training - All employees shall be trained by supervisors at the time of initial assignment to a job where hazardous substances are used and whenever a new hazard is introduced, or whenever employees might be exposed to hazards at another work site. Training shall meet the requirements of Section 5194(h) of the California Code of Regulations.
3. Training Records - The training received by all employees shall be documented, and the documents shall be retained by the department for the period of at least one year Section 3203 of the California Code of Regulations. The documentation shall include the employee's name, the name(s) of the hazard(s) on which the employee received training, date and location of training, name and signature of the person(s) providing the training. It is recommended to retain any documentation provided the employee.

## **VII. RECORDKEEPING**

### Medical Records and Exposure Records

Section 3204 of the California Code of Regulations requires employers to maintain exposure records and medical records of employees exposed to toxic substances or harmful physical agents.

Access - A present employee, a former employee, an employee having been assigned or transferred to a work area where exposure will or may take place, or their designated representative, are entitled to access all information relating to hazardous substances.

Medical Records Retention - Each employee medical record shall be preserved and maintained by the County for the duration of employment plus thirty years.

Exposure Reporting - The immediate supervisor of an employee exposed to a hazardous substance immediately reports by telephone to the County Safety Officer. Supervisors will prepare a written report within two working days after occurrence.

Contact the Department Safety Officer or Risk Management with questions about the County's Hazard Communication Program.

***SAMPLE Model Written Hazard Communication Program***

Department/Division: \_\_\_\_\_

Address: \_\_\_\_\_

1. Person responsible for the Hazard Communication Program: \_\_\_\_\_

2. Inventory of hazardous substances is attached and also located: \_\_\_\_\_

3. Safety Data Sheets (SDSs) for all hazardous substances are located: \_\_\_\_\_

and a copy of the Hazard Communication Standard and company program are kept with the SDSs.

4. Employees may review SDSs and the standard by following this procedure: \_\_\_\_\_

Note: SDSs not on hand will be requested of suppliers immediately.

5. The SDS file is updated with new information and new hazards identified by: \_\_\_\_\_

6. Any new hazards will be reported immediately to \_\_\_\_\_  
\_\_\_\_\_ and affected employees notified within 30 days.

7. Containers of hazardous materials entering the work place will be checked by \_\_\_\_\_

to assure they are properly labeled with the chemical name of the contents, the appropriate hazard warning, and the name and address of the supplier or manufacturer.

8. All containers of hazardous material will be labeled appropriately. Exceptions must be approved by \_\_\_\_\_

The following exceptions have been approved: \_\_\_\_\_

9. Non-routine tasks involving hazardous materials are: \_\_\_\_\_

10. Procedures for complying with the Hazard Communication Standard for these jobs are the following: \_\_\_\_\_

Employee training is provided initially to all employees, for all new employees, and whenever new hazards are identified. This training covers the following areas:

- a. The requirements of the Hazard Communication regulation, including employee rights (e.g., employees receiving and sharing with their physician information on hazardous chemicals to which they may be exposed).
- b. Information about the location and availability of both the Department and Shasta County’s written hazard communication programs to comply with the standard, and procedures to follow to see the standard, the Department and Shasta County program.
- c. How to interpret and use the labels on containers of hazardous materials, and the identification of any operation in the employee work area where hazardous substances are present and the potential physical hazards and health effects of the hazardous substances and how to use SDSs for more information.
- e. How to handle the hazardous substances safely and other protective measures in place.
- f. What to do in an emergency, release, or overexposure to the chemicals.
- g. How the presence or release of hazardous chemicals can be detected in the work area.

11. This training is documented in the following manner: \_\_\_\_\_

Records are maintained at the following location: \_\_\_\_\_

12. Training is to occur and be properly documented whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard (new chemicals or new information on SDSs).

13. Periodic refresher training will be provided and documented as follows: \_\_\_\_\_

14. Outside employees (subcontractors and visitors) will be advised of chemical hazards in our plant in the following manner: \_\_\_\_\_

Contractors will be required to provide information on any chemicals used in our facility as a condition of their contract.

Our company relies on the information contained in SDSs as permitted by the OSHA Hazard Communication Standard and does not perform independent hazard determinations. Reviewed and approved:

Manager \_\_\_\_\_

Date: \_\_\_\_\_

*Sample Poster to Advise Employees of the Location of SDSs and Their Rights  
(Applicable to workplace subject to the Cal/OSHA Standard)*

**NOTICE TO ALL EMPLOYEES**

**Access to Safety Data Sheets**

**BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 5194 - YOU, YOUR PHYSICIAN, AND YOUR COLLECTIVE BARGAINING AGENT HAVE THE RIGHT TO SEE AND RECEIVE COPIES OF:**

**Safety Data Sheets for substances used in the workplace that are on the State Department of Industrial Relations Director's List of Hazardous Substances (§339, Title 8, California Administrative Code)**

**Attached is a list of substances present in this employment which are on the Director's list of Hazardous Substances.**

**Safety Data Sheets are available at: \_\_\_\_\_**

**From: \_\_\_\_\_**

**Copies of General Industry Safety Order §5194 and the Director's List of Hazardous Substances are available from:**

\_\_\_\_\_

**NOTE: No employee may be discharged or discriminated against in any way for exercising the rights afforded them under the Hazardous Substances Information and Training Law**

**Each Safety Data Sheet must contain, as a minimum, the following information:**

**Section 1.** Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2.** Hazard(s) identification includes all hazards regarding the chemical; required label elements.

**Section 3.** Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

**Section 4.** First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5.** Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6.** Accidental release measures list emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7.** Handling and storage lists precautions for safe handling and storage, including incompatibilities.

**Section 8.** Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).

**Section 9.** Physical and chemical properties list the chemical's characteristics.

**Section 10.** Stability and reactivity lists chemical stability and possibility of hazardous reactions.

**Section 11.** Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

**Section 12.** Ecological information

**Section 13.** Disposal considerations

**Section 14.** Transport information

**Section 15.** Regulatory information

**Section 16.** Other information, includes the date of preparation or last revision.

*Note:* If some of the information required is unavailable to the person preparing the SDS, or if any of the information is not applicable to the specific substance, this should be so stated. Blank spaces on the form are not allowed.